

ATTACHMENT A – EXTERNAL SYSTEM DATA CONVERSION OPT-OUT LETTER

[INSERT DATE]

Jessica Rougeux, Chief Child Welfare System Branch
California Department of Social Services (CDSS)
744 P Street, MS 19-83
Sacramento, CA 95814

RE: COUNTY OPT OUT OF EXTERNAL SYSTEM DATA CONVERSION

Dear Jessica Rougeux,

The purpose of this letter is to inform the California Department of Social Services (CDSS) that, as of **[date]**, **[County Name]** County elects to opt out of the State-led data conversion of **[External System Name]** to the Child Welfare Services-California Automated Response and Engagement System (CWS-CARES) Version 1 (V1).

Why is the County electing to opt out of the State-led external system data conversion?

Please provide the County's business rationale for electing to opt out of data conversion and describe the County's planned approach for transitioning applicable information and business activities to CWS-CARES.

County Response:

[Please provide response here.]

With submission of this Opt-Out Letter, **[County Name]** County, represented by the undersigned, acknowledges that:

- The County will not participate in the State-led data conversion to CWS-CARES V1. The County will fully adopt and utilize applicable CWS-CARES functionality available at V1 Go-Live. All new Resource Family Approval (RFA), Emergency Placement, Family Finding, and Placement activities will be entered and completed in CWS-CARES.
- Existing RFA applications initiated in the external system before CWS-CARES V1 Go-Live may continue to be worked and completed in the external system. Once an existing RFA application is approved, the county will manually enter all approved Resource Family Home into CWS-CARES and manage ongoing maintenance, such as renewals of the RFH record in CWS-CARES.

- The County will transition the external system to read-only or inactive status once all existing RFA applications initiated before CWS-CARES V1 Go Live are completed in the external system, no later than **July 31, 2027**.
- The County will not be eligible for a future State-led conversion of the external system data to CWS-CARES.
- The County is responsible for ensuring historical information is retained or accessible as necessary to meet applicable records retention, audit, legal, program, and other requirements.
- Any costs associated with maintaining the external system or another solution for historical data retention, access, audit, or reference purposes are the responsibility of the County.

Signature of Authorized County Child Welfare Representative (Director):

Name/Title: _____

Date: _____